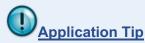
## Search an Audit Log

The Check Card Administrator (CA) and Card Operator (CO) can search audit logs related to card processing activities. The CCA, Check Card Operator (CCO), Check Card Lead Operator (CCLO), and Check Card Supervisor (CCS) can search audit logs related to check processing activities. Depending on your role, you can search for and view only specific audit logs. To search an audit log, complete the following steps:

- 1. Click the **Administration** tab.
- 2. Click **Audit**. The Search Audit Logs page appears.
- 3. Enter the search criteria for the activities you would like to view.

Under Search Criteria, optional

• Select a **Module** type.



The CA and CO can search an audit log.



Card Processing Module options include Administration and Card Processing. Check processing Module options include Administration, Check Capture, Check Processing, and Deposit Processing. The Module drop-down options vary by user role.

- Enter a User (login ID)
- Select an OTC Endpoint
- Enter the **From** and **To** date and time ranges, required



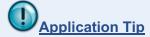
The **From** and **To Create On Date** must be entered in MM/DD/YYYY format and cannot exceed 30 days.

- Select a **Keyword**, required
- Select a Category Name, required



The **Keyword** and **Category Name** drop-down options vary by user role.

- Enter the Card Terminal ID, for the workstation
- Enter the Batch ID



The Batch ID is specific to Check Processing.

• Select an **Event Type** (see Table 4).



**Event Types** are categories of events that are recorded by the audit log.

**Table 4. Event Types** 

| Event Type    | Description   |
|---------------|---|
| All           | Includes all event types in the audit log   |
| Error         | Error entries are created when the system is unable to complete an action.  |
| Informational | Informational entries are general records of the activity that has happened while using OTCnet.   |
| Warning       | Warning entries are created to inform the user when events of note have taken place. This includes cancelling an action, deleting information from the system and inactive users. |

• Select an Operation Mode



Operation Mode options include All, Online, or Offline\*.

\* Offline applies to OTCnet Check Capture Processing only.

4. Click **Search**. The *Search Results* table appears below.



If you run a search without specifying any criteria, the search results include all activities in the system that you have access to view. If you run additional searches, the *Search Results* table repopulates with the results of the new search.



Click **Download** to download the search results. Click **Print Audit Log Records** to print a formatted audit log record.

5. Click the **Audit Log ID** hyperlink to view additional details for an individual audit log entry. The *View Audit Log Details* page appears.



If the Audit Log records contain Personally Identifiable Information (PII) the data is masked.